

**Philbrick-James Library
Meeting of the Board of Trustees
Draft Minutes – July 10, 2017**

Present: Mal Cameron, Chris Carr, Janice Clark, Linda McNair-Perry and Library Director Evelyn DeCota

Meeting called to order at 7:04 pm

Citizens' Comments

none

Secretary's Report

Minutes from the June 2017 meeting were accepted as written.

Treasurer's Report

Checking: \$39,168.92 (amount reflects addition of quarterly dividend) **Savings:** \$49,953.97

Report accepted as read.

Discussion re Trust Fund: Evelyn will call Trustees of the Trust and request a status report.

Vision Committee:

Candidate offered the position declined. Committee has two candidates scheduled for interviews Thursday, July 13 and will potentially schedule an additional one or two interviews. The Committee will meet with Board prior to making an offer, as was done with previously selected candidate.

Librarian's Report

Correspondence:

Membership renewals: Seacoast Science Center, Strawberry Banke; Children's Museum of NH

- **Seacoast Science Center** – cost \$100, covers ½ of entry fee. Used by several families.
- **Strawberry Banke** – cost \$250 covers full family entry fee. Not well used this year.
- **Children's Museum of NH** – cost \$300. The Friends of the Library (FOL) has traditionally purchased this pass for the Library. Evelyn will check with them.
 - Motion made and seconded to renew Strawberry Banke and Seacoast Science passes
 - **Vote:** 3 to 1 to renew with the provision that usage of Strawberry Banke pass be promoted and monitored to determine whether it should be renewed after next year.

Technology:

Wiring

- Downstairs wiring connection for upstairs computers now properly routed through the floor.
- Suggestion made by electrician to build a shelf to put modem on rather than having it sitting on window sill. He will come back and build covering for wires if we build shelf. Evelyn will speak with K. MacDonald, realizing that he is busy and that this is not an immediate priority item.
- Wires in director's office fixed so they no longer channel through heat ducts.

Programs:

Summer Reading Program: 30 attended the kick-off program and 13 attended at Veasey Park. It looks as if there may be swimming lessons at Veasey Park despite earlier indications that there would not be. Swimming lessons make it convenient for families to bring children for both the reading program and lessons. Initial numbers smaller than last year but while last year started strong, numbers dwindled due, in part, to participants' involvement in 250th celebration.

Professional Development

Departure Preparations: Evelyn is cleaning out her files and organizing materials for the new director.

Repairs

A.W. Therrien: Leak in roof has not returned. Therrien suggested that we consider a yearly inspection for the roof. Cost for this is \$1200. Given the potential cost of undetected leakage, concerns for slate tiles becoming loose/breaking, etc. consensus was that the yearly inspection was worth the expense and we should include it in next year's budget.

State Safety Inspection Update: Wires in the conference/non-fiction room connecting to the computers in the upstairs stacks are now 'optimally' connected.

Door Chime: A. Deely looking into - not at meeting so no update.

AED: We were fortunate enough to have an AED donated and it has arrived. Unfortunately, a cabinet for the AED offered by the town is not the correct size and we need to purchase one. Evelyn will see if the FOL are interested in covering the \$149 purchase.

Old Business

Architectural Rendering: Evelyn will contact restorer --- this item has been moving up on her 'to do' list & is now close to the top.

Duffley Repair (crack in retaining wall): M. Tibbetts called Duffley but has not heard back. He will follow-up.

Bicycle Rack: The bicycle rack donated by the FOL has arrived and they will set it up.

New Business

2018 Budget: The 2017 budget was reviewed and changes proposed for 2018 (below).

- Acct. Number 01.4550.01.110 (Full Time Employee): Change Director hours to 40 hours per week @ \$25 per hour for 52 weeks to reflect new, full-time director.
- Acct. Number 01.4550.01.111 (Part Time Employee): Change to 2 part-time employees totaling 40 hours per week @ \$15 per hour from 3 part-time employees totaling 40 hours
- Acct Number 01.4550.01.390 (Professional Development): Change date from 2016 to 2017 under conferences
- Acct Number 01.4550.01.339 (Contracts): Change cost of e-Books dues as determined by the state
- Acct Number 01.4550.01.430 (Maintenance and Repair): Add \$1,200 for yearly review/inspection of roof
- Acct Number 01.4550.01.630 (Equipment Maintenance): add cost TBD for annual fee to maintain elevator and inspect/monitor on yearly basis.
 - **2018 Proposed Annual Budget total:** \$114,234 (with cost of elevator maintenance fee to be added when determined).
- Evelyn will draft a revised budget for Trustee review and speak with town to request an extension to deadline.

Meeting adjourned at 8:02 pm

NEXT MEETING

Monday, August 7, 2017 @ 7:00 pm

Respectfully submitted:

Janice Clark, Acting Secretary